

MEMORANDUM
Office of the County Administrator

TO: Board of County Commissioners

FROM: Thomas J. Willi
County Administrator

DATE: May 3, 2006

SUBJECT: County Divisions' Monthly Activity Report for April, 2006

MONTHLY ACTIVITY REPORT – APRIL, 2006

KEY WEST AIRPORT

- Received Tentative Allocation letters from the FAA for four of our five grants this year. The total amount for all five grants will be nearly \$10.2 million.
- The BOCC has approved the updated Plan of Finance for the New McCoy Terminal Complex project.
- The website has been updated with additional Rental Car information.

HOUSING & COMMUNITY DEVELOPMENT AND
MARATHON AIRPORT

- Completed General Aviation Security Plan for the Florida Keys Marathon Airport and submitted to Florida Department of Transportation, Aviation Office.
- Reviewed and revised Hurricane Wilma project worksheets with Michael Putman, Consultant, and FEMA.
- Participated in numerous planning and coordination meetings regarding Hurricane Wilma damage to T-hangars and commercial passenger terminal at Florida Keys Marathon Airport and initiated repairs accordingly.
- Initiated, received and/or reviewed real estate appraisals (affordable housing properties, waterfront/RV/marina property, airport properties) and response to RFQ for Real Estate Development Services.
- Prepared and submitted initial budget appropriation request for FY-2007 to OMB.
- Housing and Community Development Division web-page development is continuing.

EMPLOYEE SERVICES

Website Updates: (other than normal position vacancy updates, etc.):

Human Resources:

Update of Sick Leave Pool and Personnel Policy Committee members/term dates.

Added IAFF Contracts in website.

Employment Application – DL Affidavit revised.

Benefits:

Changes to Staff Personnel. Updated website address link for Acordia National and American General.

Turnover Numbers To Date:

April turnover: 1.28%

Total to date: 3%

Resignations: 7	Terminations: none	Retired: none	Deceased: none
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Activities:

- Personnel Policies and Procedures Board met to hold election for Chairperson, Vice-Chairperson/Secretary. Called for recommended changes to policy from all employees.
- Sick Leave Pool Committee meeting called by Chairperson to discuss possible changes to policy.
- Three Relay For Life (American Cancer Society) fundraisers coordinated by Risk Manager. County employees participated to raise a total of \$994.50!
- Staff submitted budget projections for Internal Service Funds.
- Phone conference held with Sheriff Administration, Employee Services and Workers Compensation Attorney regarding recent cases of mold exposures.
- Division Director met with the 3 other Senior Leaders and Consultants for training and development of Vision, Mission and Value statements.
- Process Improvement Committee revised the current Employee of the Month Program. Currently being reviewed by County Administrator.
- Risk Manager attended 1 day Seminar in Ft. Lauderdale: Property Market and Catastrophe Insurance-Disaster Response-Managing FEMA claims.
- Safety Administrator serving on Sterling Process Rewards and Recognition Committee. HR Coordinator serving on Communications Committee.
- Coordinated two DOT Work Zone Safety Classes for Road Crew. Seven employees attended.
- Revised the drivers license affidavit in the employment application due to recent Safety Policy changes. Safety Administrator will revise the new hire handout and official Safety Policy to reflect the changes which were approved at the recent BOCC meeting.
- Four CPR classes held for Social Services and Public Works.
- Two Deferred Compensation Workshops held with Nationwide Representative – Jeff Francis: Marathon-12 enrollees. Key West-5 enrollees. Workshops for VALIC will be held sometime in May or June.
- Insurance Policy Schedule containing company names and policy terms were revised by Risk Manager and Benefits Administrator.
- Began recognition of New Employees to be sent via email on a weekly/bi-weekly basis instead of incorporating into the quarterly HR Link newsletter.

- ADA self-evaluation inspection of County facilities accessibility has begun (spearheaded by John King).
- Coordinated EAP informational sessions in lower, middle and upper keys to be held in May for all employees. Sent survey to employees to inquire as to what future education programs they would like us to offer (Stress Management, Depression, etc.).
- First quarter billing completed for workers' compensation. This was a huge accomplishment since staff had to compile information and basically start from scratch.

BUDGET & FINANCE

- Continuing Disaster recovery services with Adjuster's International. Project worksheets have been written for DENNIS, KATRINA, RITA. An exit interview has been conducted on April 7, 2006 with the FEMA project officer. All projects identified as a result of Hurricane WILMA have been submitted except for Marine Debris removal. Removal of derelict trailers are still undergoing the Special Master Hearings. (See Below)

Hurricane	Projected Eligible Total Project Worksheets	Payment Received To Date	Eligible Unpaid Balance To Date	12.5% Estimated County Contribution	Actual to date Expenditures Per Finance System	Actual County Contrib. To Date
Dennis	3,986,441	1,893,378	2,093,063.00	498,305	2,461,113	567,735
Katrina	1,473,006	615,172	857,834.00	184,126	1,233,953	618,781**
Rita*	1,470,104	542,547	927,557.00	183,763	1,373,717	831,170**
Wilma	32,121,011	5,394,242	26,726,769.00	4,015,126	12,356,302	6,962,060
Totals	\$ 39,050,562	\$ 8,445,339	\$ 30,605,223.00	\$ 4,881,320	\$17,425,085	\$8,979,746

*** Hurricane Rita was declared for categories A & B only, which are Debris Removal and Emergency Protective measures.**

**** Certain projects for Katrina and Rita were under estimated, and will be reopened for additional reimbursement once actual costs have been determined.**

- The Financing Plan for the Terminal at the Key West International Airport was approved at the April 19th 2006 BOCC meeting. In summary, Airport Revenues plus Passenger Facility charges do not generate sufficient coverage (1x) to qualify for the minimum investment grade rating of BBB+ as per Standard & Poor's Rating group. As a result, the bonds are uninsurable. The County has obtained a commitment from the Bank of America to provide a direct pay Letter of Credit (LOC) at 81bps, which expires on May 31, 2006. Under this scenario, the County will issue Variable Rate Demand Obligations, (VRDO's) which are short-term, tax exempt instruments whose yield will be reset weekly as remarketed by UBS Capital Markets.

Although VRDO securities are issued with long-term final maturities, they are considered short-term instruments, since the liquidity is provided via a put feature that coincides with the timing of the weekly yield reset. The (LOC) provides an unconditional liquidity demand feature, which would redeem the investor's bonds in the event the (VRDO) cannot be

remarketed at the interest rate reset date. With this structure, Bank of America's credit ratings, are substituted for the County's, and the Bank would be looked to first for the payment of Principal and Interest. Additionally, in this financing plan, the County will purchase and interest rate cap of 5.5% to hedge some of the risk inherent in variable rate debt.

- The agenda item for approval at the May 16th meeting asks the BOCC for approval for the Mayor to execute the attached letter of Commitment from Bank of America for a direct pay letter of credit not to exceed \$35,402,740 in Principal and Interest combined. The Letter of Credit will provide liquidity and credit support for the Variable Rate Demand Obligations (V.R.D.O.s) to be issued by the County to pay for a portion of the Terminal Improvements. During a conference call on May 1, 2006, with County Personnel, including the County Attorney, and including Bond Council, Disclosure Council and Public Financial Management, it was determined that the closing of the Airport Bonds would need to take place in June rather than May for a variety of reasons. The timing of legal documents that need to be prepared, such as the Bond Resolution, the actual Letter of Credit, the Letter of Credit Reimbursement agreement and other Bond authorizing, collateral and security agreements. OMB verified with the Airport Manager that there are sufficient funds available in PFC's and other Grants to continue the project without interruption until the Bond Closing which makes the proceeds available in June.
- As a result of the board approving activation of the 6 new MSTU's set up during fiscal year 2005, for taxation during the fiscal year 2007 budget, OMB has contacted the County Attorney regarding the removal of the Marathon MSTU from the county's millage sheet, for inclusion of the MSTU on the City of Marathons T.R.I.M. and tax bills. At the April 19, 2006 BOCC meeting, the board elected to amend the Inter-local Agreement with the FKAA to delete the Marathon MSTU and repeal the Ordinance. As per the County Attorney's office, The City of Marathon is against the repealing of the Ordinance, but should back down upon explanation that previously collected funds from the MSTU which total approximately \$2.4 million could be used to pay obligations incurred before the date the ordinance is repealed, and be used to fund planning, development, and administration for wastewater and reclaimed water projects within the boundaries of the former MSTU. This will reduce our aggregate rate by approximately 1.78% or \$1.3 million in taxation from our millage sheet.
- During the Month of March, OMB prepared a schedule for the first quarter of Constitutional Gas tax receipts. In accordance with the executed Gas Tax Sharing Inter-local agreement, for distributions of the Constitutional Gas tax in years subsequent to fiscal year 2005. The first quarter of 2006, total gas taxes of \$40,037.48 for the Village of Islamorada, \$9,896.07 for Key Colony Beach, \$3,079.81 for Layton and \$74,474.14 for Marathon were distributed. This quarterly distribution will be prepared by Engineering going forward and checked by OMB.
- At a meeting on 3/30/2006 it was determined that although 120 mobile homes were tagged "unsafe" by code enforcement, the property owners of these units were in the process of obtaining permits to repair or demolish their units. It will not be known for a few more months if the County will need to get involved in the removal of Derelict Mobile Homes. As per Suzanne Hutton, and Pedro Mercado of the County Attorney's Office, in order for the County to condemn a structure, which is required in order to get FEMA to fund this project, the County would have to have title to the property via foreclosure, which in many cases includes the land on which the mobile home owners paid lot rent. Additional information will

become available after the special magistrate hearings in April and May have made a determination.

- During April, The Office of Management and Budget was awarded the (GFOA) Government Finance Officer's Association Distinguished Budget Presentation award, which recognizes exemplary budget documentation by state, provincial and local governments.
- As a result of confusion regarding the agenda item passed in April for the calculation of the HSAB funding, the item is on the agenda for May. During April, the Clerk of Courts pointed out that motion passed used my wording of 4% of the 2006 General Fund Balance, which I meant to say 4% of the 2006 Adopted General fund Budget. This is just a clarification.

Purchasing

- April purchasing statistics were in line with March as the number of purchase orders, bids processed and department mailings were not significantly different. There were 611 purchase orders processed of which 108 were for office supplies from Office Depot. There were 7 bids opened for April with another 4 processed. There were (3) addendums updated on the Demandstar website pertaining to bids. There were (3) contract summaries reviewed three vendor letters sent out and 1,241 pieces of mail sent out.

Grants Acquisition/Administration

- Abstracted and distributed eleven Notices of Funding Availability (NOFA's) including, but not limited to funding for: Green Spaces for Affordable Housing, technology for disabled and disadvantaged children, new programs for Children and science & math education.
- Added two more names to the grant notification distribution lists covering: Division Heads, Non-profits, Government Entities of Monroe County and Interested For-Profit organizations.
- Continued to work with Langton Associates assuming the role of expeditor for grants that seem to be slow in reaching the point of application or submission.
- Working with Deb Barsell to develop a filing, inventory and reporting system of grants submitted with the assistance of Langton Associates, Inc.

Art in Public Places: Gato Exhibition

Began the preliminary process of putting together a young person's art show for the late fall.

Sterling Program

- Attended two meetings to continue the Sterling Program: Employee Rewards & Recognitions and Employee Satisfaction.
- Began gathering the data needed to document what rewards and recognition methods are used and to make a list from each employee of the one question they wanted to be placed on an employee satisfaction survey.

Grants Administration

- Received 28 Human Services Advisory Board funding applications, reviewed for completeness, summarized, and distributed them to HSAB members.
- Continued to gather information and maintain files for FEMA project worksheets for Hurricane Wilma.

- Filed several Requests for Reimbursement totaling \$1,952,687.00 and processed \$2,072,089.00 revenue received for Hurricane Wilma.
- Assembled and reconciled backup information for FEMA project worksheets covering overtime for Hurricane Wilma totaling approx. \$691,000.00 in pay and benefits.
- Applied online for Local Law Enforcement Block Grant
- Completed amended application to obtain two additional Livescan fingerprint units to be used by the Sheriff's Dept.; one had already been purchased earlier this year.
- Processed invoices and prepared performance and financial reports for Byrne grant-funded programs.
- Assisted new In Home/Nutrition Grants Accountant in creation of unit cost worksheets and agenda items for Community Care for the Elderly and Alzheimer's Disease Initiative grant proposals.

COMMUNITY SERVICES

Administration

- Assisted with ADA Seminar, hosted by the Florida Keys Council for People with Disabilities, held on April 17, 2006 in Key West. Seminar was all day with regional and national speakers (Matt Strahan, Mike Weston, Hilary Styron, Crain Fugate, Sheree Fugate, Marc Dubin, and Jack Humberg). Attendance from all sections of Community Service.
- Submitted Budget for Community Service Department
- Attended Senior Leadership Briefing in Marathon with Craig Fugate speaking on Hurricane Lessons.
- Meet with Experience Works in regards to possibility of securing part-time employees.
- Attended Bayshore Manor Volunteer Appreciation Day.

Nutrition

- Six concerts were provided at the Nutrition Sites/Senior Centers and Bayshore Manor by local artists through the NACo award winning Senior Lunchtime Concert Series. One of the concerts at Key West featured the renowned jazz vocalist, Libby York who performs in New York, Chicago, and cities around the world. An intergenerational day and concert was held at the Plantation Key Nutrition Site. Twenty-five pre-schoolers, ages 4-5, and teachers and chaperones from the Montessori Island School performed songs and shared a hot dog lunch with the elder clients.
- Two visual arts classes were started in Key West and Big Pine Key. The instruction includes many art forms, including palm frond weaving. The program is funded through a State Cultural Arts Grant with the assistance of the Florida Keys Council of the Arts.
- The State Cultural Arts Partnership Grant developed and submitted by the Florida Keys Council of the Arts and the Nutrition Program received a ranking score of 98

out of a possible 100. The application competed with approximately 60 others submitted to the State.

In-Home Services

- Submitted March's Older Americans Act report to the Alliance for Aging; Medicare Waiver, Alzheimer's Disease Initiative, Community Care for Elderly, Community Care for Disabled Adults reports to the Alliance for Aging, and Children & Families: and Home Care for the Elderly reports to the Alliance for Aging
- CCE Monitoring with the Alliance for Aging
- Sent in response to CCDA Monitoring report.
- Held interviews for Homemaking and Personal Care Positions.

Extension Services

- The Marine Agent was an invited participant in the joint South Atlantic and Gulf of Mexico Fishery Management Councils' Scientific and Statistical Committee meeting in Atlanta, Georgia to review the data pertaining to the extent of mixing that occurs in South Florida between the South Atlantic and Gulf of Mexico migratory groups of kingfish
- The Marine Agent collected two specimens of a rare deep water oarfish from local fishermen. The specimens were shipped to the Florida Museum of Natural History at the University of Florida to include in their ichthyology collection. These two specimens doubled their collection of oarfish.
- The 4-H Agent and the Marathon 4-H SOS club are continuing work with the American Red Cross Masters of Disaster training program for younger students.
- The 4-H Agent and staff completed a 4-H Camp Cloverleaf flyer and registration packet for the program which takes place during the week of June 12-16.
- The 4-H Agent is participating in a Spanish Immersion language school in Costa Rica for two weeks. This experience was made possible by a University of Florida grant.
- The Horticulture Agent was involved in coordinating and presenting at the Advanced Master Gardener training for the South Florida District V held at the Broward County Extension office and Fort Lauderdale Research Center. Eighty Master Gardeners from St Lucie to Monroe Counties participated.
- A Horticulture education booth was run by five Master Gardeners and the Horticulture agent at the Bahia Honda Earth Day event.
- Three nurseries will receive the Green Thumb Nursery Certification in the Florida Keys. These nurseries will sell products that meet the standards of the Green Thumb checklist. Their staff attended the three hour workshop and passed a "knowledge checker" exam.

Libraries

Website Updates:

- A new Kids' version of the Horizon Information Portal (HIP) is being tested at the Key West Library. (<http://ipac.keyslibraries.org/ipac20/ipac.jsp?profile=kwest-kids>) The Kids' HIP features larger graphics and buttons, award-winning book categories,

and graphical subject organization. Now that more memory has been added to the HIP server, Kid's HIP sites will be created for each library location.

- The Library is currently soliciting community input for our long-range plan. A new survey page has been added to the library website to accept comments from the public. (http://www.monroecounty-fl.gov/pages/MonroeCoFL_Library/longrange) Although the notice has been up only a short time, a number of responses have been received via this comments page.
- Subscription database usage was 507% higher over March 2005. This increase continues the upward trend seen in recent months and is due to the new online resources we are providing our customers and publicity efforts from our website.

Activities and Events:

- The Library will receive approximately \$ 46,000.00 in telecommunication credits from the Director's application for e-rate funding.
- The Key West Branch Administrator traveled to Boston to attend the annual PLA (Public Library Association) conference, returning with new enthusiasm and ideas for Library implementation
- The Library system celebrated National Library Week from April 9 through 16, marking it with two weeks of Amnesty Days for forgiveness of patron overdue fines.
- Speaker programs continued in Key West, Marathon, and Key Largo
- Tom and Lynda Hambright, of the Florida History Unit in the Key West Branch, attended a workshop on labeling of digital materials in Orlando
- Norma Kula completed the narrative portion of the State Public Library Construction Grant application; the application was then submitted to the State in timely fashion by the Langton consultants
- County-wide circulation numbers were 16% higher than in March of 2005. There was a significant increase (41%) in circulation of audio-visual materials, such as Books on CD and DVDs. 10,600 PC sessions were provided to the public in March, approximately 20% of the month's total Library visitors. 474 new library cards were issued in March 2006. This is 14% higher than our new borrower rate for March 2005.

Social Services

- Previously implemented "hands-free" wireless Plantronics phone systems for Reservations and Transportation are working well and allow staff to be more productive.
- Trapeze reservation and dispatching system will be updated with a new map. This update will replace the outdated mapping that was from 1996.
- For the 2006 hurricane season, our Special Needs Clients are continuing to respond to requests to update their information in our system. To date we are approaching 300 responses to requests for renewals. Our current registry total is 390 clients and we expect the number to increase over 400 by the start of hurricane season.

Welfare Program

- The LIHEAP budget for the new year began April 1 and new customers eagerly awaited individual electrical assistance from the program. Upgrades were installed to the LIHEAP Easy Trak software and the Welfare Program to enhance information and communication.
- The Marathon Social Services Office is presently in the process of hiring a new Social Worker/Supervisor to replace Kim Wilkes, who will soon work in the Key West Office.

Bayshore Manor

- County Administration gave approval on April 12 to have an emergency generator installed at Bayshore Manor.
- Key West Women's Club provided a wonderful afternoon social with refreshments and entertainment on April 20.
- Eighth Annual Bayshore Manor Volunteer Appreciation Party was held on April 26 from 5-7 p.m., with entertainment and a turkey dinner catered by The Pier House. This party is Bayshore Manor's way of showing appreciation to our dedicated volunteers.

GROWTH MANAGEMENT

- Started the remodeling of the customer service counter at the Marathon office to comply with ADA standards.
- Hired a new administrative assistant to the Building Official.

EMERGENCY SERVICES

- Performed final inspection of medical transport helicopter (Trauma Star) to insure proper configuration of rescue and medical capabilities as needed for service to Monroe County.
- Completed annual fire hose testing for Stations 8, 9, 10, 11, 13, 17 and 22.

PUBLIC WORKS

- Complete FY07 proposed budget requests, including capital improvement projects.
- Completed Spottswood Substation renovation and moved PK Public Works offices to same.
- Prepared and dismantled site for the Nelson Government Center ground breaking ceremony.
- Storm damaged fence repaired at KL Park tennis courts and ball fields.
- Complete fence repairs at Sunset Park.
- Transported special needs trailer to Marathon then Key Largo for cot loading.

- Resurfaced Ocean View Drive, Ivanhoe Court and Trinidad Road in Tavernier.
- Continue to receive and process new vehicles & equipment per vehicle replacement plan and Hurricane Wilma replacements.
- Conducted refresher training for main users of Public Works' work order system.
- Purchased supplies and set training meeting to complete ADA self evaluation in May.

ENGINEERING

- Murray E. Nelson Building- groundbreaking occurred on Apr. 21st.
- Tavernier Fire Station - pre-bid meeting held on April 26th.
- Public Works Facility on Rockland Key - short list of architects selected (mbi/k2m, PBS&J, and B.A.).
- Jefferson B. Browne Building- short list of architects selected (C.R.A., D.L.R., and H.D.R.).
- N. Key Largo Fire Station - second story walls going up.
- Duck Key Recreational Path - project is being re-bid; bids are due on May 16th.
- Purchase of Asphalt @ a Fixed Price – bids opened on the 27th April 2006.
- Monroe County Boat Ramps – bids opened on the 27th April 2006.
- Hurricane Debris Clean up – All debris has been removed from the debris sites and taken out of the Keys. The total paid to DRC to-date for all four storms is \$5,563,822. Seven invoices totaling \$2,500,000 are being held pending correction of task order numbers. Total paid to RW Beck to-date is \$2,190,790 for engineering/monitoring services.

TECHNICAL SERVICES

- Staff is installing the new 100 computers under the technology fund; 90 have been installed as of 3/31/06.
- Closed over 144 work orders this month.
- MCTV has held 17 live broadcast meeting this month.
- Installed new ISA server.
- Installed windows update server.

PROJECT MANAGER TO CO. ADMINISTRATOR

- Liaison activities with Langton Associates relative to grants/development:
 - Langton worked with Fire & Rescue to submit on 4/6 the *Firefighter Training Improvement* application to Assistance to Firefighters Grant (AFG) Program for Federal funding of \$142,552 (+ 10% match).
 - Langton provided technical assistance re: HMGP preparation; applications due on 6/7.

- Assisted Public Works with the development of four Notices of Intent to apply for funding from that were presented to the Local Mitigation Strategy Working Group (LMSWG).
 - Attended LMSWG meeting in Marathon on 4/13.
 - Assisted Public Works with the development of Characterization and Prioritization Forms for four projects submitted on 4/28 to be ranked by the LMSWG on 5/2.
- South Florida Workforce Investment Board (SFWIB) involvement:
 - Met with Executive Director, Program Director, and One Stop Career Center Director for Youth Co-Op on 4/5 to discuss plans for employment/training services in the County.
 - Met on 4/6 with Experience Works staff and Community Services Division Director re: Senior Community Services Employment Program (SCSEP) in Monroe County.
- Visited Bayshore Manor staff and toured facility on 4/9 to better understand operational practices; attended Volunteer Appreciation Day celebration at Bayshore on 4/26.
- Sent NACo Prescription Drug Discount Program agreement to NACo for execution; Jonathan Weinshank, PIO, will assume responsibility for implementation of the program in the County.
- Represented Monroe County at regular Southernmost Homeless Assistance League (SHAL) board of directors meeting on 4/5 and chaired Governmental Affairs/Legislative Committee meetings on 4/12 and 4/26.